

**Town of Brighton Parks and Recreation
Citizen's Advisory Board**

**27 February 2017
4:30 pm**

Brookside School Senior Lounge

AGENDA

OPEN FORUM:

APPROVAL OF MINUTES:

BUSINESS MATTER: CITIZEN'S ADVISORY BOARD BYLAWS REVIEW

MATTER RE: PARK SUPERINTENDENT'S REPORT – Matt Beeman

MATTER RE: RECREATION DIRECTOR'S REPORT – Becky Cotter

SUBCOMMITTEE REPORTS –

Please email your reports in bullet format to brighton.recreation@townofbrighton.org

- Youth & Family Programs (Coleridge Gill)
- Facilities & Parks/ Comp. Plan Committee (Mark Kokanovich)
- Brighton Seniors (Elaine Vitone)
- Student Rep Report (Josh Marvald)
- Highland Crossing Trail Project (Coleridge Gill, Jackie Marchand)
- Brighton Baseball (Micheal Zobel)
- Brighton Soccer (Michael Tullio)
- Town Board Report (Chris Werner)

***Remember to contact the appropriate staff person(s) for subcommittee information prior to our meeting.**

****Please contact Denis Conley at (585) 784-0231 or dconley@haleyaldrich.com, if you are going to be late or cannot attend the meeting.**

as needed

Town of Brighton
Recreation, Parks and Community Service Department

Citizens' Advisory Board

Procedural Bylaws

Adopted November 22, 1993

Amended April 26, 2004

Introduction

The Brighton Town Board, in an effort to enhance, improve and expand the level of recreation services and programs, park facilities and general services to enhance the quality of life for Brighton residents, has established a Citizens' Board to provide a formal mechanism for the collection and organization of citizen input.

The role of the Citizens' Board is to provide the Brighton Town Board with the best information possible on which to make a decision, and to support the Parks and Recreation staff in their efforts to provide the best possible programs. The Citizens' Board functions as unpaid staff, and as such does the research and analysis necessary to formulate a recommendation to the Town Board.

Organization

Individual Board members are appointed to staggered three-year terms by the Town Board. Student Board members are appointed to staggered two-year terms beginning in July and finishing in June. Vacancies in the Board other than by expiration of a term shall be filled in the same manner as the original appointments. Recommendations for new Board members shall be forwarded to the Town Board liaisons to the Citizens' Board. Brighton Baseball and Brighton Soccer may each have a representative on the Citizens' Advisory Board. Each Board will recommend a representative to the Town Board, who will make the appointments.

The Board will, by secret ballot, elect from its membership a Chairman and a Vice-Chairman.

The Chairman shall preside at all official meetings of the Board and shall be an ex-officio member of all committees. The Vice-Chairman shall serve as Chairman in the absence of or upon the request of the Chairman and shall oversee the operation of all committees.

Board members, the Director of Recreation, Parks and Community Service, and other paid staff as deemed necessary will be expected to attend all meetings of the Board. In the event of three absences by a Board member in the course of one year, or malfeasance of office as determined by the Board, said Board member's position may be declared vacant by majority vote of a quorum of the Board.

Meetings

The Board shall meet at least monthly, on the last Monday of each month. Meetings may be canceled or rescheduled by the mutual agreement of the Director and the Board Chairman. The agenda for all meetings will be drafted by the Director, in consultation with the Chairman. Any Board member wishing to have an item placed on the agenda may do so by notifying the Director and/or the Chairman.

A majority of the Board shall constitute a quorum. The Chairman shall be empowered to call special meetings of the Board upon giving three (3) days written notice thereof and must call a special meeting of the Board upon the written petition of any two members of the Board or of written request of the Director.

The annual meeting of the Board, for the purpose of electing officers, shall be held in February of each year. Absentee ballots from Board members shall be accepted, and must be received by the time of the regularly scheduled meeting.

All meetings shall follow Robert's Rules of Order.

Committees

Within the Citizens' Board, committees will be established to address the needs of the Department. These committees will be comprised of one or more Board members who would work with staff and report to the collective Board as necessary. These committees may be changed or abolished, and other committees created as deemed necessary by the Board.

Amendments

These bylaws may be amended at any regular meeting of the Citizens' Advisory Board where a quorum is present, providing such amendments have been presented to the Board at least 10 days prior to action upon them.